September 2018

Members of the Maine Employer Community:

I am pleased to share the University of Maine System Fall 2018 Hiring Guide for Maine Employers and encourage any Maine enterprise with a job to fill to consider the students and resources of Maine’s public universities.

Many of the 32,000 public university students we serve over the course of an academic year are career-focused learners working toward immediate workplace advancement and opportunity. This guide includes a schedule of career fairs and networking opportunities across our campuses where employers can connect with our professionally prepared, job-seeking students.

The Hiring Guide for Maine Employers also provides links for posting available positions online and contact information for career service offices at each of the campuses. Our career service professionals would be eager to provide support whether you have a job vacancy, an internship to offer, or just want to learn more about how Maine’s public universities help our students pursue their career goals and connect with employers.

The University of Maine System is helping to lead the state’s response to our workforce and demographic challenges. We are recruiting record numbers of out-of-state students to our campuses, providing free access to higher education to students with the greatest need, and launching targeted initiatives like the Maine University Nursing Workforce Plan to address critical workforce needs.

We must also take advantage of every opportunity to connect the students earning a world class education on our campuses to existing and emerging Maine career opportunities. Together with our employer partners we will build a larger, more highly qualified workforce for Maine.

Sincerely,

James H. Page
Chancellor
<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>CareerFest</td>
<td>Wednesday, September 19</td>
<td>Employers representing various industries can network and provide career advice and resume feedback to students.</td>
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<tr>
<td>CareerFest: Federal Jobs &amp; Internship Panel</td>
<td>Thursday, September 20</td>
<td>Students will hear from a panel of experts from a variety of federal agencies including the FBI, National Park Service, and USDA.</td>
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<tr>
<td>Health Profession Experience Seminar</td>
<td>Thursday, September 27</td>
<td>Students will learn about the job shadowing process at four healthcare facilities, in addition to learning about volunteering/work opportunities.</td>
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<tr>
<td>Project/Login Networking Reception</td>
<td>Thursday, October 11</td>
<td>An opportunity for companies to share their internship and job openings. Students learn about essential skills in the industry &amp; build awareness of the opportunities available in Maine.</td>
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<tr>
<td>Engineering Job Fair - 20th Anniversary</td>
<td>Wednesday, October 17</td>
<td>This event provides an important opportunity for engineering students, in addition to students within related majors, and employers to meet face-to-face, practice networking skills, and informally interview for potential jobs and internships.</td>
</tr>
<tr>
<td>Careers in Law &amp; Justice</td>
<td>Friday, November 2</td>
<td>Students have the chance to meet with leading professionals in law and justice careers to ask questions, network and explore the options available within the field.</td>
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<tr>
<td>Career Fair</td>
<td>Wednesday, February 6, 2019</td>
<td>An opportunity for students to interact with employers, organizations, and educational institutions from a variety of industries coming to hire for full-time, part-time, summer, and/or internship positions.</td>
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<tr>
<td>Careers in Insurance</td>
<td>TBD, February, 2019</td>
<td>Students learn about the many exciting careers offered in the insurance industry where they can ask questions and network with professionals in attendance.</td>
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<tr>
<td>Health Professions Career Day</td>
<td>Thursday, April 4, 2019</td>
<td>This is an opportunity where undergraduate students have a chance to explore health career options through meeting with providers and graduate school options.</td>
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To schedule recruiting and information sessions on campus and/or virtual visit:
CareerLink: https://umaine.edu/career/employers/

Contact: UM Career Center
207-581-1359

Web: https://umaine.edu/career/ | Email: umainecareercenter@maine.edu
Facebook: https://www.facebook.com/UMaineCareerCenter/ | Twitter: @UMaineCareerCtr

Dates and venues subject to change. Please contact Career Service office to confirm.
Contact: UMA Career Connections
207-621-3149

Project>Login Campus Networking Reception
Wednesday, October 17

Project>Login is hosting a campus networking reception in the Randall Student Center. This is an annual IT career event and is one of the major employer networking receptions that Project>Login organizes.

http://www.projectlogin.com/events

What Employers Want
Wednesday, October 24

New Ventures Maine is hosting a Lunch and Learn in the Randall Student Center. Join a conversation with a panel of regional employers. We will discuss the qualities employers seek in new employees, effective cover letter and resume techniques, and interviewing tips.

Business Etiquette Workshop Series and Dinner
March-April (6 weeks) 2019

UMA faculty, staff, alumni, and community members come together for a workshop series on business etiquette, public speaking, elevator speeches, visual presentations, and dressing for success. The series culminates to a dinner event where students get to demonstrate everything they have learned.

Career Summit
Friday, April 12, 2019

UMA alumni, area employers, and hiring managers come together on this day-long event to discuss business dress, social media presence, interview and resume skills, asking for references, and considering graduate school. The format consists of plenary presentations, small workshops, and table presentations on topics that get UMA graduates into the workforce.

www.uma.edu/academics/advising/career-connections/

Dates and venues subject to change. Please contact Career Service office to confirm.
### Student Employment Fair

**Friday, September 7**

Every first Friday of the fall semester, UMF Career Services puts on a fair designed to support students in their search for part-time work while they attend classes. Local employers from the Farmington and Franklin County are invited, as well as many on-campus employers.

### Graduate School and Other Post-College Opportunities Month

**October, 2018**

During the entire month of October, UMF Career Services invites employers, graduate school representatives, and other programs to join our campus for informal tabling events, presentations, and class visits. This event coincides with our student preregistration season, and is designed to support student decision making as they think about their next semester.

### UMaine Career Fair

**Wednesday, February 6, 2019**

Career Services invites students to join them on a trip to UMaine’s Career Fair, weather permitting.

### UMF Career Fair

**Wednesday, March 6, 2019**  
(snow date March 8)

UMF Career Services welcomes employers to campus to meet with students who are looking for their first post-college career or summer employment.

### UMF Educators Career Fair

**Friday, March 15, 2019**

Career Services welcomes school districts and educational organizations to campus to meet with our senior Student Teachers as they search for teaching positions.

### College to Career Symposium

**Thursday, April 11, 2019**

Panel and networking event. UMF Career Services invites alumni and employers from myriad industries for a panel in which they discuss the transition from undergraduate to employment. The panelists answer questions, offer insight, and share tips with students. The panel is followed by an informal networking mixer between professional and student.

### Drop-in Hours & Specialized Workshops

Career Services has drop in hours and specialized workshops throughout the fall and spring semester. These opportunities are designed to support our students as they prepare for meaningful work. Call or email for more information.

### For Employers Recruiting Students

We offer employers individual opportunities to schedule a visit to campus anytime they are interested in recruiting students or would like to participate in a campus event. Please call (207)778-7035 or email cynthia.mcshane@maine.edu to schedule a day and time.

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**Important Links**

- Website: [careers.umf.maine.edu](http://careers.umf.maine.edu)
- Post to UMF’s Job Board: [http://www2.umf.maine.edu/careers/register-to-recruit-at-umf/umf-job-board/](http://www2.umf.maine.edu/careers/register-to-recruit-at-umf/umf-job-board/)
- Facebook: [https://www.facebook.com/umfcareers/](https://www.facebook.com/umfcareers/)
- Twitter: [https://twitter.com/UMFCareers](https://twitter.com/UMFCareers)

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<tr>
<td><strong>Internship ABC (Academic, Business, Community) summit</strong></td>
<td>Co-hosted the Internship ABC (Academic, Business, Community) summit with UMPI. 30 Maine employers participated to gain information about how to develop an internship program or host an intern.</td>
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<tr>
<td><strong>Irving Woodlands LLC Lunch &amp; Learn</strong></td>
<td>Irving Woodlands LLC will host a Lunch and Learn session to inform students of the summer job opportunities and to answer questions about the hiring process.</td>
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<tr>
<td><strong>Fall Networking Event</strong></td>
<td>UMFK and the Fort Kent Chamber of Commerce will host a networking event to introduce college students to local employers. Students will be able to practice networking skills and build their network.</td>
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<tr>
<td><strong>Irving Woodlands LLC On Campus interviews</strong></td>
<td>On Campus interviews</td>
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<tr>
<td><strong>First-Year Experience classes</strong></td>
<td>Classes are on the importance of Career Planning and Resume Writing, how to use the next 4 years to develop a strong resume.</td>
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<tr>
<td><strong>Maine Forest Service On Campus interviews for Summer Internships.</strong></td>
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<tr>
<td><strong>Career Week</strong></td>
<td>A week full of Career focused events that engage area employers. Employers attend a Networking Event, Etiquette Dinner, Mock Interviews and review student resumes for the Resuming Writing Contest. A Linked In workshop and Resume Writing workshop is offered this week.</td>
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Linked-In group is designed and being utilized to reach alumni and current students. Career Services is posting open jobs and articles to this platform.

https://www.linkedin.com/groups/8663029/

https://career.umfk.edu/

Contact: Tammy Delisle
207-834-8647

Dates and venues subject to change. Please contact Career Service office to confirm.
**Career Link**
Employers can access recruiting opportunities by joining the CareerLink program at https://machias.edu/career-services/career-center/

Check us out on Facebook: https://www.facebook.com/UMMachiasCareerServices/

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| Student Organizational and Career Employer Fair | Wednesday, September 12
Student organizations on campus set up informational booths for students while local employers were invited to participate in recruiting our current students for job opportunities in the area. |
| Federal Job Opportunities | Thursday, September 13
The UMaine Career Center the UMM Career Center will be participating in a ZOOM conference with the Career Panel featuring Federal Job Opportunities. The UMaine Career Center will be sending a live feed to UMM during the panel from 1-3 pm. The agencies that will be participating are FBI, National Parks, USDA Rural Development, Department of Deference and the Peace Corps. Students will participate from UMM through the live feed. |
| Open House | Thursday, September 20
The UMM Career Center will host an Open House where Employers, UMM Students and the local community are welcome to visit. |
| Careers in Law & Justice | Friday, November 2
Students have the chance to meet with leading professionals in law and justice careers to ask questions, network and explore the options available within the field. |
| Annual Senior Etiquette Dinner Networking Social | Monday, November 5
This event is not open to the public; however, several local employers are invited to attend the Networking Social from 6-7 p.m. with a special invitation to several of our local employers to participate in the actual dinner from 7-9 p.m. |
| UMaine Career Fair | Wednesday, February 6
UMaine Career Center will travel with UMM students to participate at the UMaine Career Fair (weather permitting). If the weather is inclement then we always offer it to students through a virtual event. |
| MOCK INTERVIEW EVENT | Week of February 18
We schedule Mock Interviews working with our local employers. We also offer this opportunity by appointment throughout the year. |
| UMM Career Fair and Festival | Thursday, February 28
Employers are invited to participate. During this event we offer employers booths throughout the classroom buildings to recruit students and also this year we are having breakout sessions for employers to participate in career panels in cooperating classrooms. |
| Business Etiquette Dress and Fashion Show | Wednesday, April 3
Working in collaboration and partnership with Machias Savings Bank we model appropriate interview attire and dress along with how to prepare for an interview on a budget. |

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<td>Oktoberfest &amp; Pints with Professors</td>
<td>Friday, September 28</td>
<td>Employers are invited to attend this Homecoming weekend event, from 4:30 - 6:30 pm, to network and collaborate with Professors at the University of Maine at Presque Isle. Current students and Alumni will also be in attendance. Located in the newly redesigned Owl’s Nest in the Campus Center. FMI, contact Craig Cormier at 768-9425 or email <a href="mailto:craig.cormier@maine.edu">craig.cormier@maine.edu</a>.</td>
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<tr>
<td>Graduate School Fair</td>
<td>Thursday, October 18</td>
<td>Event is from 12-2 pm in the Owl's Nest located in the Campus Center.</td>
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<tr>
<td>Clothing Closet Grand Opening</td>
<td>Tuesday, October 23</td>
<td>Students, Faculty, Staff, and Employers are invited to join us for the grand opening of our brand new clothing closet located in the Campus Store at 12 pm. The closet will have new and gently used professional clothing for sale for students to purchase.</td>
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<tr>
<td>Job Action Day Networking Event</td>
<td>Tuesday, November 6</td>
<td>Sponsored By University Credit Union. Reed Art Gallery from 4-6 pm. Job Action Day is designed to empower and inspire anyone looking to find a job, find more fulfillment in their work, or plan the next steps in their career. The event will offer employers and students in their senior year the opportunity to network and connect.</td>
</tr>
<tr>
<td>Handshake 101 for Employers</td>
<td>Monday, December 17</td>
<td>Virtual Workshop from 1pm -2 pm. Join us for a virtual training on the online platform Handshake. Handshake makes it possible for employers to tap into the largest early talent network more effectively and efficiently.</td>
</tr>
<tr>
<td>Virtual Open House for Online and YourPace</td>
<td>Wednesday, January 9, 2019</td>
<td>Students will be able to “visit” the Career Readiness Office to ask questions, learn more about what we have to offer, and see how easy it is to schedule virtual appointments with us. There will be morning, afternoon, and evening sessions.</td>
</tr>
<tr>
<td>Virtual Open House for Employers</td>
<td>Wed., January 16, 2019</td>
<td>Employers will have the opportunity to “visit” the Career Readiness Office to ask questions, learn how we can collaborate, hear more about the services we offer, and see how easy it is to post job or internship opportunities with us.</td>
</tr>
<tr>
<td>UMaine Career Fair</td>
<td>Wednesday, February 6, 2019</td>
<td>The Office of Career Readiness and the Student Activities Office are collaborating to offer rides to UMPI students to participate in the UMaine Career Fair (weather permitting).</td>
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**Employers, to post positions, visit:**

https://www.umpi.edu/offices/career-readiness/for-employers/

www.umpi.edu/offices/career-readiness/

Email: nicole.l.fournier@maine.edu

*Dates and venues subject to change. Please contact Career Service office to confirm.*
**Engineering Hiring Event**  
Thursday, October 11  
Employers seeking engineers are invited to come to campus and meet with our engineering students so that they can learn about local job opportunities.

**USM 2018 Fall Job Fair (SOLD OUT)**  
Thursday, November 8  
USM will be hosting its Fall Job Fair. This sold out event will bring together over 100 employers, students, alumni, and members of the community on USM’s Portland Campus. Employers that are attending represent the diversity of Maine industries. Students, alumni, and members of the community can attend this event for free.

**USM Internship Matching Fair**  
Wednesday, November 14  
The University of Southern Maine, in partnership with Educate Maine’s Project> Login program, will host an internship matching fair connecting students to paid internship opportunities within the State of Maine.

**Career Takeoff Series**  
December, Date TBD  
The Career and Employment Hub presents with local Maine Employers on job application preparation. Students hear first hand from local Human Resources professionals on what they look for in applications and help students create application materials to meet their needs.

**Spring Job Fair**  
March 7, 2019 (tentative)  
This event will bring together over 100 employers, students, alumni, and members of the community on USM’s Portland Campus. Employers that are attending represent the diversity of Maine industries. Students, alumni, and members of the community can attend this event for free.

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Have a job, internship or other opportunity for a USM student?  
Post it on https://usm-maine-csm.symplicity.com/employers/?signin_tab=0&signin_tab=0

Interested in learning more about the Career and Employment Hub at USM?  
Visit https://usm.maine.edu/career-and-employment-hub

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